PROJECT CHECKLIST (CREATIVE SERVICES)

Site Name:	
Project Manager:	

Phase 1: Concept

__ PPA Reviewed by Management Team

__ Creative Services (CS) team assigned to project in project management system (PMS)

__ Update all info on PMS

PROJECT CHECKLIST (CREATIVE SERVICES)

Site Name:	
Project Manager:	

Phase 2: Planning

__ Meet with Partner

__ Task additions to PMS

      __ Task analysis

      __ Design specs

      __ Prototype flow (Click- through | Paper | Architectural Diagram/Wire frame)

      __ Usability testing (Interface | Tasks | Navigation)

      __ Revisions and Modifications

__ Review of Functional Spec

__ Development of Design Specs

__ Development of Prototype

      __ Outline of logic

      __ Interactive walk thru

      __ Paper print out (for signature)

__ Review of Prototype to Development

__ User/Partner Testing of Prototype

__ Update all info on PMS

__ Planning Phase Checklist Provided to CS

PROJECT CHECKLIST (CREATIVE SERVICES)

Site Name:	
Project Manager:	

Phase 3: Development

__ Task additions to PMS

    __ Template development

    __ Layout and Design

    __ Content Placement

    __ Revisions and Modifications

    __ Interface Quality Assurance

        __ Logic flow

        __ Layout and Design

        __ Content

        __ Supportive Graphics (marketing)

    __ Mark-up testing

__ Testing Plan Created

__ Update all info on PMS

__ Development Phase Checklist Provided to CS

PROJECT CHECKLIST (CREATIVE SERVICES)

Site Name:	
Project Manager:	

Phase 4: Testing

__ Task additions to PMS

    __ Quality Assurance Review

        __ Logic flow testing

        __ Layout and Design testing

        __ Data/Content testing

        __ Mark-up testing

    __ Revisions and Modifications

    __ Portal promotion creation

    __ Survey creation

    __ Mktg promotion (if applicable)

__ Partner Presentation

__ Staff Presentation

__ Update all info on PMS

__ Testing Phase Checklist Provided to CS

PROJECT CHECKLIST (CREATIVE SERVICES)

Site Name:	
Project Manager:	

Phase 5: Rollout

__ Task additions to PMS

    __ Quality Assurance Documentation

    __ Final Modifications

    __ File uploads to Live server

    __ Portal promotion upload

    __ File uploads to Public drive

__ Update all info on PMS

__ Scheduled Maintenance

__ Training

__ Post Project Analysis

    __ Document Pros/Cons

    __ Plan Fixes

    __ Acknowledgment

__ Rollout Phase Checklist Provided to CS